

**INSTRUCTIONS**  
(All data should be typed or printed)

1. For detailed information see:  
  
Air Force Regulation 31-3  
  
Army Regulation 15-185  
  
Coast Guard, Code of Federal Regulations  
Title 33, Part 52  
  
Navy, NAVEXOS P-473, as revised

2. Submit only original of this form.

3. Complete all items. If the question is not applicable, mark "None."

4. If space is insufficient, use "Remarks" or attach additional sheet.

5. Various veterans and service organizations furnish counsel without charge. These organizations prefer that arrangements for representation be made through local posts or chapters.

6. List all attachments and enclosures.
7. ITEMS 6 AND 7. Personal appearance of you and your witnesses or representation by counsel is not required to ensure full and impartial consideration of applications. Appearances and representations are permitted, at no expense to the Government, when a hearing is authorized.

8. ITEM 8. State the specific correction of record desired.

9. ITEM 9. In order to justify correction of a military record, it is necessary for you to show to the satisfaction of the Board, or it must otherwise satisfactorily appear, that the alleged entry or omission in the record was in error or unjust. Evidence may include affidavits or signed testimony of witnesses, executed under oath, and a brief of arguments supporting application. All evidence not already included in your record must be submitted by you. The responsibility for securing new evidence rests with you.

10. ITEM 11. 10 U.S.C. 1552b provides that no correction may be made unless request is made within three years after the discovery of the error or injustice, but that the Board may excuse failure to file within three years after discovery if it finds it to be in the interest of justice.

**MAIL COMPLETED APPLICATIONS TO APPROPRIATE ADDRESS BELOW**

ARMY	NAVY AND MARINE CORPS	COAST GUARD	AIR FORCE
<b>(For Active Duty Personnel)</b> Army Board for Correction of Military Records Department of the Army Washington, DC 20310-1803 <b>(For Other than Active Duty Personnel)</b>  CO, USARPERCEN (PAS-AA) 9700 Page Blvd. St. Louis, MO 63132-5200	Board for Correction of Naval Records Department of the Navy Washington, DC 20370-5100	Chairman Board for Correction of Military Records (C-60) Department of Transportation 400 7th St., SW Washington, DC 20590	Board for Correction of Air Force Records AFMPC/DPMDOA1 Randolph AFB, TX 78150-6001

17. **REMARKS** (Applicant has exhausted all administrative channels in seeking this correction and has been counseled by a representative of his/her servicing military personnel office. (Applicable only to active duty and reserve personnel.))